Retiree Drug Subsidy (RDS) Program

Initial Payment Setup Training Webinar
March 30, 2006

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RDS Outreach Manager

Did You Know . . . . .

- **The same individual cannot report costs and request payment?**
- **Since the Authorized Representative is required to make the final reconciliation request, an AR *cannot* be a cost reporter?**
- **That some Plan Sponsors need the ability to have multiple Vendors report costs for the same benefit option?**
- **That some individual Vendors need the ability to report costs for multiple Plan Sponsors' applications in a single mainframe file?**
- **That you must complete the initial payment setup steps before you can request payment?**

Initial Payment Setup Training Objective

At the end of this Webinar, the Authorized Representative and/or Account Manager will be able to successfully perform the Initial Payment Setup options in the RDS Secure Web Site.

General RDS Payment Terms

- **What is cost data?**
- **What is a cost reporter?**
- **What is a payment requestor?**
- **What is a Vendor?**
- **How will costs be reported?**

Initial Payment Setup Process

- **Identify the applications for which the Initial Payment Setup process may be performed.**
- **Explain "separation of duties" requirement.**
- **Discuss the assignment of the payment requester privilege to the Authorized Representative.**
- **Assign the Account Manager Cost Reporting or Payment Privileges.**
- **Assign Cost Reporting and Payment Privileges to Designees.**

Initial Payment Setup Process

- **Describe the Vendor setup process.**
- **Specify Vendors for cost reporting.**
- **Assign benefit options to cost reporters.**
- **Illustrate how each cost reporter will report costs.**
- **Perform initial payment setup final review.**
- **Submit payment setup options to RDS Center for processing.**

Where? When? What?

- **After Thursday, April 6, 2006**
- **On RDS Secure Web Site**
- **Approved applications**
- **Monthly, Quarterly, Interim Annual payment frequency**
- **Applications with Annual payment frequency option must complete payment setup prior to reconciliation**

Separation of Duties

- **A Cost Reporter cannot request payment and a Payment Requestor cannot report costs.**

- **This "separation of duties" is to protect the RDS program against fraud, and protect taxpayer dollars.**

- **The RDS Secure Website will enforce the "separation of duties" during payment setup using edits to prevent the same individual from performing both duties.**

- **Requesting payment is at the application level. Conversely, reporting costs is at the benefit option level. An individual may be a cost reporter for one application, and a payment requestor on a different application; however, they must maintain the same privilege (either cost reporting *or* payment requesting) within a single application.**

Authorized Representative

- **The Authorized Representative is a Payment Requestor.**
- **The Authorized Representative is the only Payment Requestor who may submit an annual payment or reconciliation payment request.**
- **Since the Authorized Representative is *required* to make the final reconciliation request, an AR *cannot* be a cost reporter.**
- **This step will be marked as completed for each application.**

Account Manager

- **The Account Manager must be granted either payment request privileges for the application; cost reporting privileges for one or more benefit options on the application; or view only privileges with respect to cost reports and payment requests.**

- **If the Account Manager is granted the payment request privilege, the Account Manger will also be granted the privilege to only *view* cost reports.**

- **If the Account Manager is granted the cost reporting privilege, the Account Manager will also be granted the privilege to only *view* payment requests.**

Designees

- The "submit/view payment data" privilege has been replaced with 2 privileges a)Report costs and b)Request payment.
- Prior privilege of "submit/view payment data" is not applicable.
- May assign current designee(s) associated with application the privilege of cost reporting or requesting payment.
- May add new designee(s) to application and assign privilege of cost reporting or requesting payment.
- Designees assigned the report costs privilege will be permitted to report and/or view costs on the RDS Secure Website.
- Designees assigned the request payment privilege will be permitted to request payment for the application and view all cost reports.

Designees

- **The Initial Payment Setup process provides navigation to the current Designee page to view Designee information, and/or change privileges as applicable.**

- **The Initial Payment Setup process also provides navigation to the current Add a Designee page.**

- **When assigning a Designee the privilege of cost reporting or requesting payment, a PHI agreement page displays requiring the AR or AM as applicable to agree to the terms of the PHI agreement before the Designee privilege assignment is complete.**

PHI Agreement

- **The privileges ("View/Send/Receive Retiree Data" and/or "Report Costs" and/or "Request Payment") permit the Designee to access certain Electronic Protected Health Information (E-PHI) associated with this Plan Sponsor's RDS application. E-PHI is subject to protection under the federal privacy and security regulations established at . . . is intended for . . . individuals only as authorized by the Plan Sponsor. Disclosure of this E-PHI to any other party, unless authorized . . ., is prohibited.**

- **By clicking on "I accept" button below, you hereby authorize the Designee to access or use E-PHI associated with this Plan Sponsor's RDS application.**

Vendors

- Using a Vendor to report costs is optional.
- Vendors will be assigned Vendor IDs by the RDS Center.
- The Vendor would need to communicate to the Sponsor(s) they are working with the Vendor ID they were assigned.
- When assigning a Vendor to a benefit option to report costs, you will enter the Vendor ID in the RDS Secure Web Site, and the Vendor information will be displayed to confirm.
- One or more Vendors may be identified as a cost reporter for an application, or a benefit option.
- Vendors may report costs for multiple Plan Sponsors and applications in a single mainframe file.

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Benefit Options

- **Cost reporters are assigned at the benefit option level.**
- **A cost reporter can be either an individual reporting for the Sponsor, or a Vendor.**
- **A benefit option can have one or more cost reporters reporting for the sponsor, and/or one or more cost reporters reporting for a Vendor.**
- **For each Sponsor cost reporter a reporting method must be identified (mainframe or data entry). (The Vendor's reporting method is based on the Vendor ID and cannot be changed in the RDS Secure Web Site.)**
- **All Sponsor cost reporters reporting for a benefit option must use the same reporting method, either mainframe or data entry.**

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Final Review

- **Before submitting the initial payment steps to the RDS center, a final online review is required.**

- **Any errors or uncompleted steps will be displayed.**

- **These errors or uncompleted steps must be resolved before the initial payment process can be submitted to the RDS Center for processing.**

Initial Payment Setup Demo

Six steps to Initial Payment Setup
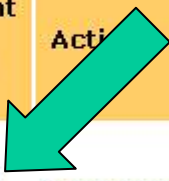
1. **Assign Payment Requester Privilege to Authorized Representative**
2. **Assign Payment/Cost Privilege to Account Manager**
3. **Assign Payment/Cost Privilege to Designee(s)**
4. **Specify Vendors for Cost Reporting**
5. **Assign Benefit Options to Cost Reporters**
6. **Final Review to Complete Payment Setup**

Getting Started

Plan Sponsor ID: 11948

Application List

App Number	Plan Name	Application Status	Plan Start and End Dates	Payment Setup Status	Acti
102151	Union Employees	Approved	January 01, 2006- December 31, 2006	Payment Setup	Select One Go
102152	Non-Union Employees	Incomplete	January 01, 2006- December 31, 2006	Not Applicable	Select One Go

Selecting Payment Setup

Payment Setup Menu

Payment Setup Steps		Status
✔ 1	Assign Payment Requester Privileges to Authorized Representative	Complete
▬ 2	Assign Payment/Cost Privileges to Account Manager	Incomplete
▬ 3	Assign Payment/Cost Privileges to Designee(s)	Incomplete
▬ 4	Specify Vendors for Cost Reporting	Incomplete
▬ 5	Assign Benefit Option(s) to Cost Reporter(s)	Incomplete
▬ 6	Final Review to Complete Payment Setup	Incomplete

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Return to Application List

1. Assign Payment Requester Privilege to AR

2. Assign Payment/Cost Privilege to Account Manager

Assign Payment/Cost Privilege to Account Manager

The Account Manager must be granted either payment request privileges for the application; cost reporting privileges for one or more benefit options on the application; or view only privileges with respect to cost reports and payment requests.

If the Account Manager is granted the payment request privilege, the Account Manger will also be granted the privilege to view cost reports.

If the Account Manager is granted the cost reporting privilege, the Account Manager will also be granted the privilege to view payment requests.

Choose one of the following privileges for the Account Manager.

○ Request Payment

⦿ Report Costs

○ View Only
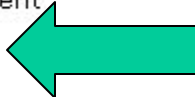
[Continue] [Cancel]

2. Assign Payment/Cost Privilege to Account Manager

		Payment Setup Steps	Status
✔	1	Assign Payment Requester Privileges to Authorized Representative	Complete
✔	2	Assign Payment/Cost Privileges to Account Manager	Complete
━	3	Assign Payment/Cost Privileges to Designee(s)	Incomplete
━	4	Specify Vendors for Cost Reporting	Incomplete
━	5	Assign Benefit Option(s) to Cost Reporter(s)	Incomplete
━	6	Final Review to Complete Payment Setup	Incomplete

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Return to Application List

Completed!

3. Assign Payment/Cost Privileges to Designee(s)

Assign Payment/Cost Privileges to Designee(s)

Do you want to assign Payment Request or Cost Reporting Privileges to Designee(s)?

- ⦿ Yes
- ○ No

[Continue] [Cancel]

3. Assign Payment/Cost Privileges to Designee(s)

3. Assign Payment/Cost Privileges to Designee(s)

Designee Information

Print this page

First Name   John

Middle Initial

Last Name   Taylor

Pass Phrase   hatteras

E-mail Address   johntaylor@madeup.com

Please choose the actions that the designee can perform (check one or more) for this application.

Assign Actuary(s)	☑
Complete Electronic Funds Transfer Information	☑
Choose Retiree List Submission Method	☑
Define Benefit Option(s)	☑
Define Payment Frequency	☑
Delete Application	☑
Report Costs	☐
Request Payment	☐
Request Extension	☑
Submit Appeal	☑
View Attestation Summary	☑

3. Assign Payment/Cost Privileges to Designee(s)

Designee Information

Print this page

First Name   John

Middle Initial

Last Name   Taylor

Pass Phrase   hatteras

E-mail Address   johntaylor@madeup.com

Please choose the actions that the designee can perform (check one or more) for this application.

Assign Actuary(s) ☑
Complete Electronic Funds Transfer Information ☑
Choose Retiree List Submission Method ☑
Define Benefit Option(s) ☑
Define Payment Frequency ☑
Delete Application ☑
Report Costs ☐
Request Payment ☑
Request Extension ☑
Submit Appeal ☑
View Attestation Summary ☑

3. Assign Payment/Cost Privileges to Designee(s)

E-PHI AGREEMENT

Print   Close

NOTE: The privileges ("View/Send/Receive Retiree Data" and/or "Submit and View Payment Data") permit the Designee to access certain Electronic Protected Health Information (E-PHI) associated with this Plan Sponsor's RDS application. E-PHI is subject to protection under the federal privacy and security regulations established at 45 CFR Parts 160 and 164 and promulgated pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and is intended for the access and use by individuals only as authorized by the Plan Sponsor. Disclosure of this E-PHI to any other party, unless authorized by the Plan Sponsor or required to do so by law, is prohibited.

By clicking on "I accept" button below, you hereby authorize the Designee to access or use E-PHI associated with this Plan Sponsor's RDS application. Clicking the "Cancel" button will allow you to modify the privileges that you want to assign to this Designee.

I Accept   Cancel

3. Assign Payment/Cost Privileges to Designee(s)

3. Assign Payment/Cost Privileges to Designee(s)

Assign Designee(s)

Print this page

An (*) indicates a required field.

*E-mail Address markjones@email.com [Go]

The e-mail address you entered cannot be found. Click on "Assign New" to add a new Designee or click on "Modify Search" to enter a different e-mail address.

[Assign New] [Modify Search]

*First Name [_____]

Middle Initial [____]

*Last Name [_____]

*E-mail Address [_____]

*Re-enter E-mail Address [_____]

*Pass Phrase [_____]

*Re-enter Pass Phrase [_____]

Please choose the actions that the designee can perform (check one or more) for this application.

3. Assign Payment/Cost Privileges to Designee(s)

Please choose the actions that the designee can perform (check one or more) for this application.

- Define Benefit Option(s) ☐
- Assign Actuary(s) ☐
- View Attestation Summary ☐
- Complete Electronic Funds Transfer Information ☐
- Define Payment Frequency ☐
- Choose Retiree List Submission Method ☐
- View/Send/Receive Retiree Data ☐
- Withdraw Application ☐
- **Report Costs** ☐
- **Request Payment** ☐
- Delete Application ☐
- Request Extension ☐
- Submit Appeal ☐

Continue Cancel

3. Assign Payment/Cost Privileges to Designee(s)

		Payment Setup Steps	Status
✔	1	Assign Payment Requester Privileges to Authorized Representative	Complete
✔	2	Assign Payment/Cost Privileges to Account Manager	Complete
✔	3	Assign Payment/Cost Privileges to Designee(s)	Complete
━	4	Specify Vendors for Cost Reporting	Incomplete
━	5	Assign Benefit Option(s) to Cost Reporter(s)	Incomplete
━	6	Final Review to Complete Payment Setup	Incomplete

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Return to Application List

Completed!

4. Specify Vendors for Cost Reporting

4. Specify Vendors for Cost Reporting

Specify Vendor(s) for Cost Reporting

An asterisk (*) indicates a required field.

*Do you want to specify one or more Vendors to report costs for this application?

◉ Yes

○ No

Continue   Cancel

4. Specify Vendors for Cost Reporting

Specify Vendor

To specify a Vendor to report costs, enter the Vendor ID assigned by the RDS Center.

Vendor ID   A202903

Go   Cancel

4. Specify Vendors for Cost Reporting

Specify Vendor

Print this page

To specify a Vendor to report costs, enter the Vendor ID assigned by the RDS Center.

Vendor ID: A202903

Go   Cancel

The Vendor ID entered has returned the following information:

Name: abcd
Reporting Method: Mainframe
Status: Pending

If you want to specify "abcd" to report costs for this application, click on "Assign". If this information is not correct, click on "Modify Search".

NOTE: Vendor status of pending will not prohibit you from completing payment setup.

Assign   Modify Search

4. Specify Vendors for Cost Reporting

4. Specify Vendors for Cost Reporting

Identify Vendor Cost Reporters

An asterisk (*) indicates a required field.

*Do you want to specify one or more Designee(s) to view costs reports submitted by "abcd"?

○ Yes
○ No

Continue   Cancel

4. Specify Vendors for Cost Reporting

Identify Vendor Cost Reporters

Print this page

An asterisk (*) indicates a required field.

*Do you want to specify one or more Designee(s) to view costs reports submitted by "abcd"?

⦿ Yes
◯ No

Continue   Cancel

4. Specify Vendors for Cost Reporting

Identify Vendor Cost Reporters

Print this page

Please select the Designee(s) you want to view costs submitted by "abcd" on the RDS Secure Website.

If the designee you are looking for does not appear in the list, click on the link to "Assign Designee(s) Payment Cost Privileges".

If the Designee you are looking for appears in the list below and you are unable to select him/her, then this Designee has already been assigned as a Cost Reporter for a Benefit Option.

Check All   Uncheck All

Select/Unselect	Designee Name	Login Status
☐	Mark Jones	Pending
☐	Sarah Johnson	Expired

Continue   Cancel

4. Specify Vendors for Cost Reporting

4. Specify Vendors for Cost Reporting

Identify Vendor Cost Reporters   Print this page

Please select the Designee(s) you want to view costs submitted by "abcd" on the RDS Secure Website.

If the designee you are looking for does not appear in the list, click on the link to "Assign Designee(s) Payment Cost Privileges".

If the Designee you are looking for appears in the list below and you are unable to select him/her, then this Designee has already been assigned as a Cost Reporter for a Benefit Option.

[Check All] [Uncheck All]

Select/Unselect	Designee Name	Login Status
☑	Mark Jones	Pending
☐	Sarah Johnson	Expired

[Continue] [Cancel]

4. Specify Vendors for Cost Reporting

RDS Secure Web Site

HOME   LOG OUT

Print this page

Vendor Summary

The following Vendor(s) have been assigned to report costs on this application.

If you wish to specify a Vendor to report costs, click on the "Specify a Vendor" link.

Vendor ID	Vendor Name	Assigned Number of Benefit Options	Cost Reporters	Vendor Status	Reporting Method	Actions
A202903	Vendor 202903	1	Mark Jones	Pending	Mainframe	Select One ▼ Go

4. Specify Vendors for Cost Reporting

		Payment Setup Steps	Status
✔	1	Assign Payment Requester Privileges to Authorized Representative	Complete
✔	2	Assign Payment/Cost Privileges to Account Manager	Complete
✔	3	Assign Payment/Cost Privileges to Designee(s)	Complete
✔	4	Specify Vendors for Cost Reporting	Complete
—	5	Assign Benefit Option(s) to Cost Reporter(s)	Incomplete
—	6	Final Review to Complete Payment Setup	Incomplete

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Return to Application List

Completed!

5. Assign Benefit Option(s) to Cost Reporters

Assign Benefit Options to Cost Reporters

Print this page

Below is a summary of your current Cost Reporter/Benefit Option assignments.

Note: One or more Benefit Options are currently not assigned a Cost Reporter. You will receive an error in "Step 6 – Final Review to Complete Payment Setup" if each Benefit Option is not assigned to at least one Cost Reporter.

If a reporting method is not listed for the Cost Reporter, please select the "Specify Reporting Method" action and click the "Go" button to specify a reporting method for the Cost Reporter. A reporting method must be specified for each Cost Reporter to complete this step of payment setup. The reporting method for Vendors has been pre-assigned upon registry with the RDS Center and cannot be modified.

Please select the "Assign Benefit Options" action and click the "Go" button to assign one or more Benefit Options to the Cost Reporter.

When finished specifying the reporting method and assigning benefit options for each Cost Reporter, click the "Continue" button to return to the Payment Setup Menu.

Cost Reporters	Reporting Method	Benefit Options Assigned	Actions
Dee Smith (Account Manager)	Unassigned	0	Specify Reporting Method ▾ Go
abcd (Vendor)	Mainframe	0	Select One ▾ Go

Continue

5. Assign Benefit Option(s) to Cost Reporters

Specify Reporting Method

An asterisk (*) indicates a required field.

You have chosen to change the Reporting Method for this Cost Reporter.

*Please select the method by which "Dee Smith (Account Manager)" will report interim costs.

Selecting the Data Entry method will allow the Cost Reporter to both view and report costs on the RDS Secure Website.

Selecting the Mainframe method will allow the Cost Reporter to only view reported costs on the RDS Secure Website.

○ Data Entry

○ Plan Sponsor Mainframe to RDS Center Mainframe (i.e. send file mainframe to mainframe via AGNS)

[Continue] [Cancel]

5. Assign Benefit Option(s) to Cost Reporters

Specify Reporting Method

Print this page

An asterisk (*) indicates a required field.

You have chosen to change the Reporting Method for this Cost Reporter.

*Please select the method by which "Dee Smith (Account Manager)" will report interim costs.

Selecting the Data Entry method will allow the Cost Reporter to both view and report costs on the RDS Secure Website.

Selecting the Mainframe method will allow the Cost Reporter to only view reported costs on the RDS Secure Website.

○ Data Entry

● Plan Sponsor Mainframe to RDS Center Mainframe (i.e. send file mainframe to mainframe via AGNS)

Send file mainframe to mainframe via AGNS

For Plan Sponsors with an existing AGNS account and an existing connection to GHI, the setup will take 1 to 2 weeks.

For Plan Sponsors with an existing AGNS account, but no existing connection to GHI, the setup will take 1 to 2 months.

For Plan Sponsors without an AGNS account, the setup will take 2 to 3 months.

Continue   Cancel

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5. Assign Benefit Option(s) to Cost Reporters

Specify Reporting Method

Print this page

An asterisk (*) indicates a required field.

You have chosen to change the Reporting Method for this Cost Reporter.

*Please select the method by which "Dee Smith (Account Manager)" will report interim costs.

Selecting the Data Entry method will allow the Cost Reporter to both view and report costs on the RDS Secure Website.

Selecting the Mainframe method will allow the Cost Reporter to only view reported costs on the RDS Secure Website.

⊙ Data Entry

○ Plan Sponsor Mainframe to RDS Center Mainframe (i.e. send file mainframe to mainframe via AGNS)

Continue   Cancel

5. Assign Benefit Option(s) to Cost Reporters

Assign Benefit Options to Cost Reporters

Print this page

Below is a summary of your current Cost Reporter/Benefit Option assignments.

Note: One or more Benefit Options are currently not assigned a Cost Reporter. You will receive an error in "Step 6 – Final Review to Complete Payment Setup" if each Benefit Option is not assigned to at least one Cost Reporter.

If a reporting method is not listed for the Cost Reporter, please select the "Specify Reporting Method" action and click the "Go" button to specify a reporting method for the Cost Reporter. A reporting method must be specified for each Cost Reporter to complete this step of payment setup. The reporting method for Vendors has been pre-assigned upon registry with the RDS Center and cannot be modified.

Please select the "Assign Benefit Options" action and click the "Go" button to assign one or more Benefit Options to the Cost Reporter.

When finished specifying the reporting method and assigning benefit options for each Cost Reporter, click the "Continue" button to return to the Payment Setup Menu.

Cost Reporters	Reporting Method	Benefit Options Assigned	Actions
Dee Smith (Account Manager)	Unassigned	0	Assign Benefit Options ▼ Go
abcd (Vendor)	Mainframe	0	Select One ▼ Go

Continue

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5. Assign Benefit Option(s) to Cost Reporters

Assign Benefit Options

Cost Reporter: **Dee Smith** (Account Manager)

1. Choose each benefit options by clicking on the check box beside the benefit option name.

To assign all benefit options, you may click the "Assign All" button or to unassign all benefit options you may click the "Unassign All" button.

2. Click on the "Continue" button to save changes and return to payment setup.

Click on the "Cancel" button to return to payment setup without saving changes.

Assign All   Unassign All

Select/Unselect	Benefit Option Name	Unique Benefit Option ID	Company Name
☐	Union	2269	Marketing Solutions Group
☐	Admin Union	2270	Marketing Solutions Group

Continue   Cancel

5. Assign Benefit Option(s) to Cost Reporters

5. Assign Benefit Option(s) to Cost Reporters

5. Assign Benefit Option(s) to Cost Reporters

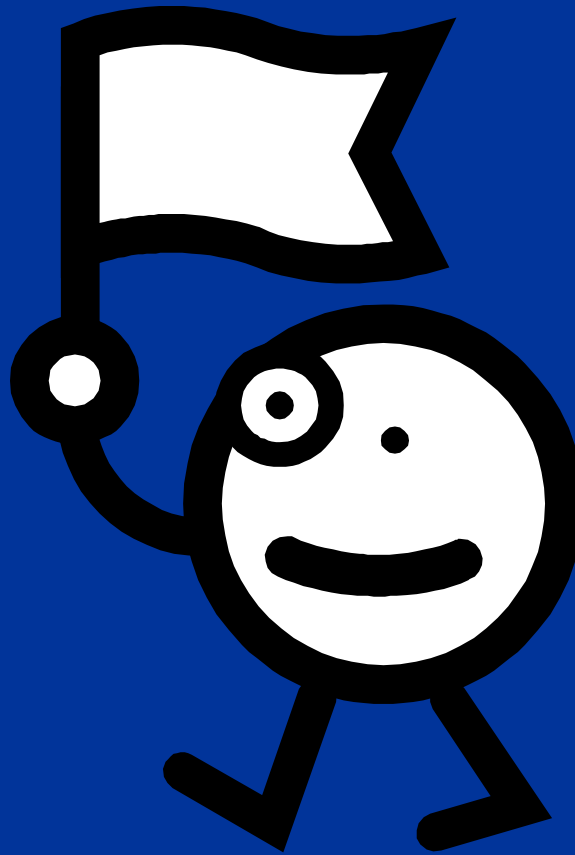|		Payment Setup Steps	Status
✔	1	Assign Payment Requester Privileges to Authorized Representative	Complete
✔	2	Assign Payment/Cost Privileges to Account Manager	Complete
✔	3	Assign Payment/Cost Privileges to Designee(s)	Complete
✔	4	Specify Vendors for Cost Reporting	Complete
✔	5	Assign Benefit Option(s) to Cost Reporter(s)	Complete
—	6	Final Review to Complete Payment Setup	Incomplete

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Return to Application List

Completed!

Step 6: Final Review to Complete Payment Setup

Last Step!!!!!!!

Step 6: Final Review to Complete Payment Setup

Review to Complete Payment Setup

Print this page

All steps of Payment Setup have been successfully completed. Please review your Payment Setup options. Click the "Submit Payment Setup" button to finalize your Payment Setup or click "Cancel" to return to the Payment Setup Menu without submitting your Payment Setup.

Step 1: Assign Payment Requester Privileges to Authorized Representative

Name	Payment Privilege	Status
Misty Smith	Request Payment	Complete

Step 2: Assign Payment/Cost Privileges to Account Manager

Name	Payment/Cost Privilege	Status
Dee Smith	Report Costs	Complete

Step 3: Assign Payment/Cost Privileges to Designee(s)

Designee	Privilege	Status
Mark Jones	Report Costs	Complete
Sarah Johnson	No Payment/Cost Privileges	Complete

Step 6: Final Review to Complete Payment Setup

Step 4: Specify Vendors for Cost Reporting

Vendor ID	Vendor Name	Cost Reporters	Vendor Status	Status
A202903	abcd	Mark Jones	Pending	Complete

Step 5: Assign Benefit Option(s) to Cost Reporter(s)

Cost Reporter	Reporting Method	Benefit Options Assigned	Status
abcd (Vendor)	Plan Sponsor Mainframe to RDS Center Mainframe	1	Complete
Dee Smith (Account Manager)	Data Entry	2	Complete

Benefit Option Name	Company Name	RX Group Number	Cost Reporters Assigned to Benefit Option	Status
Union	Marketing Solutions Group	Union BO	Dee Smith	Complete
Admin Union	Marketing Solutions Group	Admin Union	abcd Mark Jones Dee Smith	Complete

Submit Payment Setup   Cancel

Step 5: Assign Benefit Option(s) to Cost Reporter(s)

Cost Reporter	Reporting Method	Benefit Options Assigned	Status
Vendor 202903 (Vendor)	Plan Sponsor Mainframe to RDS Center Mainframe	0	Warning – Benefit Options have not been assigned to this Cost Reporter
Mark Jones (Designee)	Unassigned	0	Warning – Benefit Options have not been assigned to this Cost Reporter

Benefit Option Name	Company Name	RX Group Number	Cost Reporters Assigned to Benefit Option	Status
Union	Marketing Solutions Group	Union BO		Incomplete – Please return to Payment Setup Step 5 to specify a Cost Reporter for this Benefit Option.
Admin Union	Marketing Solutions Group	Admin Union		Incomplete – Please return to Payment Setup Step 5 to specify a Cost Reporter for this Benefit Option.

Cancel

Step 6: Final Review to Complete Payment Setup

		Payment Setup Steps	Status
✔	1	Assign Payment Requester Privileges to Authorized Representative	Complete
✔	2	Assign Payment/Cost Privileges to Account Manager	Complete
✔	3	Assign Payment/Cost Privileges to Designee(s)	Complete
✔	4	Specify Vendors for Cost Reporting	Complete
✔	5	Assign Benefit Option(s) to Cost Reporter(s)	Complete
ⓘ	6	Final Review to Complete Payment Setup	Error – Needs Attention

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Return to Application List

Step 6: Final Review to Complete Payment Setup

Step 4: Specify Vendors for Cost Reporting

Vendor ID	Vendor Name	Cost Reporters	Vendor Status	Status
A202903	abcd	Mark Jones	Pending	Complete

Step 5: Assign Benefit Option(s) to Cost Reporter(s)

Cost Reporter	Reporting Method	Benefit Options Assigned	Status
abcd (Vendor)	Plan Sponsor Mainframe to RDS Center Mainframe	1	Complete
Dee Smith (Account Manager)	Data Entry	2	Complete

Benefit Option Name	Company Name	RX Group Number	Cost Reporters Assigned to Benefit Option	Status
Union	Marketing Solutions Group	Union BO	Dee Smith	Complete
Admin Union	Marketing Solutions Group	Admin Union	abcd Mark Jones Dee Smith	Complete

Submit Payment Setup   Cancel

Step 6: Final Review to Complete Payment Setup

Successful Payment Setup

Print this page

Thank You -- Dee Smith

You have successfully completed all steps of Payment Setup. The Account Manager and Authorized Representative will receive an e-mail once your Payment Setup has been processed. The e-mail will confirm your Payment Setup options.

If you do not receive an e-mail, refer to the RDS Center web site at the following address for contact information. http://www.rds.cms.hhs.gov.

Please note: E-mail messages will be sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to these emails.

Continue

Step 6: Final Review to Complete Payment Setup

Payment Setup Steps		Status
✔ 1	Assign Payment Requester Privileges to Authorized Representative	Complete
✔ 2	Assign Payment/Cost Privileges to Account Manager	Complete
✔ 3	Assign Payment/Cost Privileges to Designee(s)	Complete
✔ 4	Specify Vendors for Cost Reporting	Complete
✔ 5	Assign Benefit Option(s) to Cost Reporter(s)	Complete
✔ 6	Final Review to Complete Payment Setup	Complete

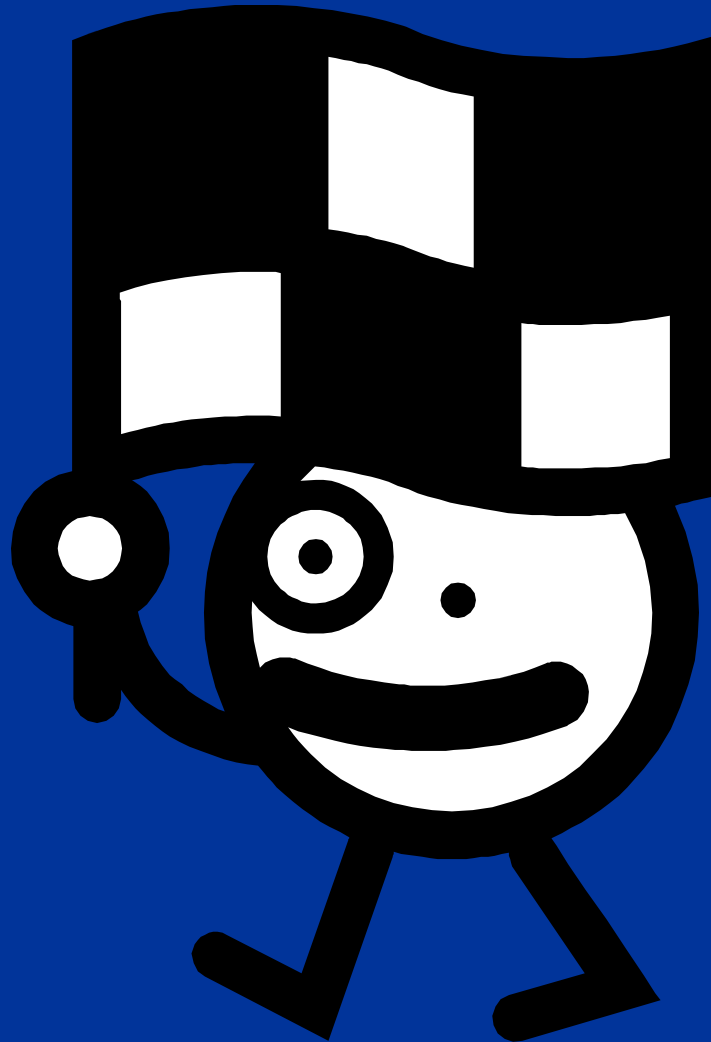Approved OMB number 0938-0977

Return to Application List

Step 6: Final Review to Complete Payment Setup

Application List

Application Number	Plan Name	Application Status	Plan Start and End	Payment Setup Status	Actions	
102151	Union Employees	Approved	January 01, 200_ December 31, 2006	Complete	Select One ▾	Go
102152	Non-Union Employees	Incomplete	January 01, 2006– December 31, 2006	Not Applicable	Select One ▾	Go

Payment Setup Complete!

Revising Payment Setup Options

- **Account Manager**
  - Decide if your AM will report costs, or request payment
- **Assign Designees**
  - Assign report costs or request payment privilege to existing designee
  - Add new designee(s) and assign report costs or request payment privilege
- **Assign Vendors**
  - Specify a Vendor for application
  - Decide if Vendor should also view costs
  - If yes, select or add Designees you want to view costs for that Vendor

Initial Payment Setup Review

- **Benefit Options**
  - Specify a Reporting Method for a Designee
  - Assign Designees Benefit Options
- **Review**
  - Review setup options and ensure error free
  - Resolve any applicable errors
  - Submit the payment setup options

Initial Payment Setup Review

- **Either the AR or AM must perform the Initial Payment Setup steps.**
- **Functionality is available April 6, 2006.**
- **Initial Payment Setup is only available for approved applications.**
- **The same individual *cannot* report costs and request payment**
- **An Authorized Representative *cannot* be a cost reporter, and is automatically assigned as a payment requester**
- **Vendors may submit costs for more than one Sponsor, application, and/or benefit options**

Initial Payment Setup Review

- **Multiple Vendors may report costs for the same benefit option**
- **Sponsor Designees may submit costs for a benefit option, in addition to a Vendor.**
- **If multiple Sponsor Designees are submitting costs for the same benefit option, all designees must use the same submission method**
- **Vendors may also be given the ability to view cost report data online**
- **Vendors must call the RDS Center to get a Vendor ID**
- **Vendor IDs may have only one submission method associated with it**
- **The initial payment setup steps must be completed before a payment may be requested**

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Resource Reminder

- **RDS Program Web Site (http://rds.cms.hhs.gov/) – How To Perform Initial Payment Setup –** *Coming April 6,* **Download of this Webinar –** *Coming week of April 6*
- **Authorized Representative Verification Form announcement: http://rds.cms.hhs.gov/news/ announcements/ar_vetting_letter.htm**
- **Federal Register notice - http://a257.g.akamaitech.net/7/257/2422/01jan20051 800/edocket.access.gpo.gov/2005/pdf/05-19070.pdf**
- **Federal Register supporting documentation - http://www.cms.hhs.gov/PaperworkReductionActof1995 /PRAL/itemdetail.asp?filterType= non&filterByDID=- 99&sortByDID=2&sortOrder=descending&itemID=CMS0 53471**

What's Next???

- **Interim Cost Reporting and Payment Request Functionality – July 1, 2006**

Thank You !!!!!!!